



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Public Health Nurse Supervisor

**FLSA:** E

**SERVICE:** Classified

**REVISED:** 6/1/05

**Summary:** Under limited supervision, performs work of considerable difficulty in assisting with the planning, organization and supervision of public health programs and staff; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Assesses health needs of the community.
- Plans, develops and implements public health programs.
- Manages nursing programs and staff for public health throughout the health district for detection, prevention and control of disease.
- Assists in determining personnel and equipment needs. Negotiates contracts and renewals for nursing staff and other contracted services. Assists in the supervision of nursing staff.
- Performs direct nursing services for clients with other public health nurses such as dispensing medications, taking health histories, making referrals for services, documenting care provided, makes site visits, bills for services to ADHS; assists patients with pap smears, pregnancy testing and contraceptives.
- Administers and tracks doses of vaccines to children and adults; monitors handling and storage of vaccines.
- Prepares budget requests and financial reports for the public health programs to substantiate quality and continuance of programs. Writes grants to secure funds for public health programs in the County.
- Provides training to block grant organizations, schools and to doctors' office staff regarding injury prevention and communicable diseases, their prevention and control. Collaborates with physicians in case management.
- Acts as TB Control Officer for the County which entails investigating possible cases and outbreaks, reporting, providing daily observed therapy, activates quarantines, arranges for chest X-rays for clients, and bills for services.
- Conducts investigations for other communicable disease outbreaks such as measles.
- Assists with media public information releases regarding public health and communicable diseases.
- Counsels and educates regarding sexually transmitted diseases including HIV; collects samples for laboratory testing; notifies Partner; refers clients to other health care providers; reports qualifying diseases to ADHS; prepares bills; and conducts training for staff and area schools.
- Participates in bioterrorism program planning and emergency response team.

### Knowledge and Skills:

- Knowledge of techniques and methods, principles and practices of nursing.
- Knowledge of community resources for appropriate referrals.
- Knowledge of principles and practices of supervision.
- Skill in the use of medical instruments and laboratory equipment.
- Skill in physical health assessment.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

Graduation from a National League of Nurses approved school; AND five years of varied nursing experience, including two years in generalized community health; AND Current State of Arizona license as a registered nurse; AND a valid driver's license.